



POSITION DESCRIPTION AND QUALIFICATIONS

Water Treatment/Quality Director

Class: 45

Reports to: General Manager

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GENERAL STATEMENT OF CLASS

Plans, directs, and supervises activities related to source protection, water production, treatment, and water quality control. Oversees watershed management and source water protection programs, Big Butte Springs and Robert A. Duff Water Treatment Plant facilities and operations, regulatory compliance monitoring and reporting, and distribution system water quality control programs. Supervision and direction is received from the Water Commission General Manager and is part of the management team.

ESSENTIAL DUTIES

Work is performed primarily at the Water Quality Complex, but occasional local field activity may be required. The position mainly involves administrative responsibilities but can include the array of occupational exposures inherent to facility operations and maintenance including hazardous materials, confined spaces, and foul weather conditions. On-call and emergency response duties may be required. Some travel may be required to attend meetings on evenings and weekends. Sitting standing, walking, bending, and handling occur on a frequent basis.

EXAMPLES OF WORK (Illustrative Only)

- 1) Maintains detailed knowledge of current and proposed drinking water regulations and issues; researches and recommends regulatory compliance strategies and water quality goals.
- 2) Works closely with general manager, staff and consultants with planning, design, specification and inspection of new facilities and improvements.
- 3) Prepares and submits detailed technical and statistical reports, capital improvement and operating budget recommendations; manages expenditures.
- 4) Assists in the development of public information materials and programs related to water quality and risk communication.
- 5) Outlines work assignments, reviews facilities, operations practices and records to ensure optimum water quality, efficiency and reliability; reviews work and evaluates employee performance: recommends hiring, reward, discipline or discharge.
- 6) Plans, directs and conducts routine and investigative water quality monitoring programs.
- 7) Participates in operations as necessary to achieve water quality and production objectives; responds to emergency situations.
- 8) Routinely works with a variety of computer software applications and programs related to system supervisory control, data acquisition, process instrumentation, report preparation, records maintenance, and general correspondence.



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KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

Detailed knowledge of water treatment principles, chemistry, hydraulics, math concepts, pump and equipment maintenance; laboratory testing; regulatory requirements, rules and guidelines; personnel management. Skill in decision making and the use of independent judgment; communicating effectively both verbally and in writing; the use of computer software applications. Ability to recognize, diagnose and provide effective solutions for the array of problems encountered in facility operations; respond to and manage emergency situations; plan and organize complex operations; train, supervise and direct subordinate staff; follow safety procedures unique to hazardous materials and laboratory chemicals; establish and maintain effective working relationships with staff and the public.

EXPERIENCE AND TRAINING AND LICENSING REQUIRED

Bachelors Degree in Biology, Chemistry, or related field or demonstrated educational equivalent experience. Preferable Masters Degree. Ten years progressively responsible experience, including supervisory experience. Ability to Obtain Oregon Water Treatment Plant Operator IV or Distribution Operator IV Certification within 5 years. Ability to obtain a valid Oregon Drivers License.

PHYSICAL REQUIREMENTS

Work performed includes a combination of office, treatment plant and local field activities which may involve exposure to dirt, noise, hazardous materials, confined spaces, and adverse weather conditions.

Positions in this class typically require standing, walking, talking, hearing, seeing.

Medium work: exerting up to 50 pounds of force occasionally and up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, poor ventilation, chemicals, and extreme temperatures.